

**Citizen Participation Plan for the
Community Development Block Grant Program
Housing Investment Partnerships Act (HOME) Program
Macomb Urban County**

This Plan was written and adopted in conformance with the requirements of 24CFR Part 91, Subpart B (the Consolidated Planning Regulations), which govern the preparation of Consolidated Plans (Con Plan), Annual Action Plans (AAP) and the Consolidated Annual Performance Report (CAPER) for the Urban County of Macomb, and the Macomb HOME Consortium (hereafter MHC). The Macomb County Department of Planning and Community Development, hereafter DPED, was authorized by the Macomb County Board of Commissioners, and by the governing bodies of the MHC, as being responsible for implementing this Plan.

1. Purpose: This Citizen Participation Plan (Plan) has several objectives, including:

- a. adequately informing citizens (including minority, non-English speaking, disabled, lower-income, and those likely to be affected by program activities) so that they can knowledgeably participate in program planning and development; and can review performance for the programs covered by this Plan.
- b. soliciting views and opinions from the public and community stakeholders, including local housing commissions and assisted housing owners, adjacent communities, regional planning entities, and the State of Michigan concerning housing and community development needs, particularly as they relate to lower-income residents.
- c. coordinating program development and delivery between public and private entities which provide housing and human services, and between units of government concerning area-wide issues.
- d. informing citizens of the processes followed in developing and managing the programs covered by this Plan.

2. Encouragement of Citizen Participation:

- a. Citizens are encouraged to participate in the development of the Con Plan and AAP, in amendments thereto, and in the CAPER.
- b. Attention is given to lower-income persons, particularly those living in slums or in blighted neighborhoods, in predominantly lower-income neighborhoods, as defined by the County and recognized by HUD, and in other areas where CDBG funds are proposed for use. Reasonable actions will be taken to encourage participation by all citizens, including minorities, disabled persons, and non-English speaking persons.
- c. DPED will collaborate with public housing commissions and with owners and managers of assisted housing developments within the MHC jurisdiction, to facilitate participation by public and assisted housing residents for the purposes cited above.
- d. DPED will inform housing commissions of Con Plan objectives, AAP activities, and CAPERs, related to their developments and the surrounding areas so that they can make this information available at their annual public hearing required for their Agency Plans and Comprehensive Grant programs if, and as, applicable.

3. Citizen comment on the Citizen Participation Plan and amendments:

DPED will make this Plan public, thereby providing citizens, including those with disabilities, with opportunities to review and comment on this Plan, and any future substantial amendments.

4. Dissemination of Information:

The Con Plan is a strategic plan, effective for a 3 – 5 year period of time, which sets forth a detailed analysis of housing and community development conditions and needs within the 24 community jurisdiction of the MHC. It also sets forth priority goals and objectives to guide the applicable Programs during its period of effect. DPED will therefore provide the following information to citizens and stakeholder organizations, for their informed participation in the development of the Consolidated and Annual Plans.

- the amount of assistance to be received (including grant amounts and program income),
- the range of activities that may be undertaken, including the estimated amount of funds that will benefit low- and moderate-income persons.
- how it plans to minimize displacement of persons, and assist any displaced persons, specifying the types and levels of assistance to be made available by itself or by other legally-responsible entities, even if no displacement is expected.

a. General information will be disseminated in the public notice announcing the date(s), time(s) and venue(s) of the hearing(s). Detailed information will be provided at the hearing(s) for those who attend.

b. DPED will...

- publish a summary of the proposed Con Plan, in a newspaper of general circulation, to provide citizens, public agencies, and other interested parties a reasonable opportunity to examine its contents and to submit comments. The summary will identify locations where the entire proposal may be examined.
- place the Con Plan on the DPED website, along with other program information concerning funding amount(s), eligibility, compliance with program requirements, and other pertinent information.
- make copies of the proposed Con Plan and AAP available for review at the Macomb County Administration Building, the Clinton Township Municipal Building, the City of Roseville Senior Center, and the City of Sterling Heights City Hall. One free copy of the Plan will be provided to citizens and groups requesting it.
- provide 30 days for public comment, after public notice of the proposed Con Plan and/or AAP have been published in a newspaper of general circulation.

5. Public Hearings:

In order to encourage informed participation in the development of the Con Plan, DPED will hold two public hearings, and several public meetings. This will occur in the following manner:

a. Development of 5-Year Consolidated Plan:

There will be one public hearing and 5 public meetings to inform local residents, plus housing, social service, and health agencies about Con Plan and other basic Program requirements. Information concerning funding projections over the life of the Con Plan, and general activity information, will also be provided. The major goal will, however, be to obtain views concerning community needs and incorporate them in the Con Plan.

- There will be one or more Public Forums, geographically dispersed, for public convenience. There will also be two focus group meetings: one for housing providers, including housing

commissions and assisted housing owners/managers, and one for social service and health agencies.

- These meetings will occur in January and February, before the preliminary Con Plan is drafted. Citizens will be apprised of the development schedule and encouraged to submit additional views and comments (either in person, in writing or electronically) before the final draft has been prepared.
- The public hearing will occur before the Con Plan is submitted for review and approval by the Planning and Economic Development Committee of the County's Board of Commissioners, and before adoption by the full Board. This hearing will occur simultaneously with presentation of the County's AAP.

b. Development of Annual Plans:

Each year, DPED must prepare an Annual Plan (outlining strategies, actions, and activities to be undertaken during the coming year) for its CDBG program and for the MHC HOME and ADDI programs. There are 21 local communities in the Urban County, CDBG funds are allocated to each, and each develops its own program to meet the goals and objectives established by law and regulation, and applied in the Con Plan. DPED and the MHC members must develop annual uses for the HOME and ADDI programs. The Annual Plans must be developed in consultation with citizens and stakeholders, and at least one public hearing will occur. MHC members are responsible for developing their CDBG Annual Plans.

For the 21 Urban County local communities this requirement will be met in the following manner:

- A general community meeting, sponsored by DPED, will be held early in the planning cycle, usually after HUD notifies the County of its formula allocation. Communities receive essential program information at this time, and will be referred to the DPED website for further information, if desired.
- Each community will conduct its own public hearing to solicit citizen views on activities, and to provide eligibility, funding and other information essential to informed participation. The hearing will occur within two months of the community meeting.
- A second hearing will occur once the Annual Plan has been prepared, but prior to its submission for review and Board of Commissioner adoption. This hearing will be coincident with that for the Con Plan, when appropriate.

c. Amendments:

The County may find it necessary to amend its Con Plan or AP, due to exigency, or to further Con Plan or AP goals. Sometimes one or several such changes may substantially (defined below) alter the Plan(s) to such an extent that public input is required. The County has therefore established the following criteria to define a threshold to require further public participation.

Definition of Substantial Amendment:

A. Any significant change in priorities, goals and objectives outlined in the Con Plan.

B. One, or several cumulative activity changes to an Annual Plan, equal to 10% of any CDBG, HOME or ADDI grant, or when such transfer(s) would affect the outcomes of the Con Plan or AP approved by HUD. Change, as defined here, affects the size, scope, location, or beneficiaries of activities. MHC members will follow their own citizen participation plans for changes to the CDBG program.

Citizen Notification: Citizens will have reasonable notice and opportunity to comment on substantial amendments through: 1) a public notice explaining the nature of, and reasons for, the amendment and, 2) a public hearing. The notice will be published in a newspaper of general circulation, and will advise the public of the date, time and venue for the hearing. At least fifteen days must lapse between publication and the hearing itself.

d. Consideration of Comments Received:

The County will consider any comments or views received at the public hearings (oral, written or electronic), as they pertain to the Con Plan and Annual Plan. A summary of comments and how they were considered will be attached to the final copy of the appropriate document.

6. Performance reports: The County will provide citizens with reasonable notice and an opportunity to comment on Program performance before submission of the CAPER. Each member of the MHC will follow its own Citizen Participation Plan for its CDBG program. For purposes of the Urban County's CDBG program and the MHC HOME and ADDI programs, the following applies:

a. Reasonable notice will be provided through Notice in a newspaper of general circulation, indicating where the report may be reviewed, and notifying the public that a public hearing will be held for the purpose of evaluating Program performance. This Notice will be published at least 30 days before CAPER submission to HUD, and 15 days before the Public Hearing.

b. The County will consider written, electronic, and oral comments received at the public hearing, and those received before CAPER submission. A summary of such comments will be attached to the report, along with a narrative explanation of how they were considered.

7. Public hearings: There will be a total of three annual public hearings (two for the Con Plan and AAP, and one for the CAPER) to obtain citizen views, to respond to proposals and questions pertaining to housing, priority non-housing community development needs, proposed uses of funds, and program performance. The timing is as described above.

8. Meetings: The County will inform citizens of the dates and locations for public meetings through public notices which will appear in a newspaper of general circulation at least 15 days in advance of the event.

9. Availability to the Public: All Plans, Amendments, and Reports covered by this Plan will be available to the public, including persons with disabilities, at the 7th Floor, County Administration Building, One South Main St., Mt. Clemens, MI 48043. They will also, when appropriate, be available at the Clinton Township Planning Department, at 40700 Romeo Plank Rd., Clinton Township MI, 48038, at the City of Roseville Senior Center, 18961 Common Rd., Roseville MI, 48066, and at the City of Sterling Heights Development Division, 40555 Utica Rd., Sterling Heights MMI, 48314. These documents may also be posted on-line at the DPED website for review by individuals with internet access.

10. Access to Records: All plans, reports, and related documents (except for portions covered by Federal and State privacy statute) are in the public domain and are available for review by citizens, public agencies, and other interested parties. Any person or entity may obtain these documents and records, for the preceding five years, by filing a written request with, or calling the DPED at 586/469/5285 (Urban County and MHC), the Planning Department at 286/9325 (Clinton Township CDBG and specific HOME projects), the Community Development Department at 447/4606 (Roseville CDBG and specific HOME projects), and the Development Division at 446/2382 (Sterling Heights CDBG and specific HOME projects). Four days advance notice is required.

11. Technical Assistance: DPED will help groups representing lower-income persons so that they may develop funding proposals under any of the programs covered by the Con Plan. DPED will provide basic levels of assistance so that the group will be able to make informed decisions regarding its ideas for funding. No monetary assistance will be provided. MHC members will follow their citizen participation plans in matters pertaining to their CDBG programs.

11. Complaints: DPED (and its 21 participating communities) will substantively respond to oral and written questions and complaints pertaining to the Consolidated plan, Amendments, and to the annual performance report in a timely manner, i.e. usually within 15 working days. MHC members will follow their citizen participation plans in matters pertaining to their CDBG programs.

12. Use of Citizen Participation Plan: DPED will follow the measures outlined in this Plan, except in cases of public exigency. MHC members will follow their citizen participation plans in matters pertaining to their CDBG programs.

13. Responsibility for Development and Implementation: Nothing in this Plan restricts the responsibility or authority of the County of Macomb and, secondarily, its participating communities for Program Development and implementation. This provision does not apply to the CDBG programs of Clinton Township, Roseville and Sterling Heights.